



AMERICAN EMBASSY, NEW DELHI, INDIA

**VACANCY ANNOUNCEMENT NUMBER: 14-064A
TRAINEE LEVEL**

REF: VACANCY ANNOUNCEMENT NUMBER: 14-064

OPEN TO: All Interested Candidates

POSITION: Commercial Specialist (Trainee level), FSN-1510-10, DLA/FCS-053(T)
(Personal Services Agreement)

OPENING DATE: September 16, 2014

CLOSING DATE: September 29, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-05 (steps 5 through 14)
Ordinarily Resident (OR) - Grade: FSN-10*
*Starting salary and grade will be determined on the basis of
qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Commercial Specialist in the Foreign Commercial Service office.

**NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO 14-064
NEED NOT REAPPLY.**

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTIONS OF POSITION

This is a trainee level senior program position at Commercial Services India, USDOC's most

extensive presence overseas with seven offices. As a senior professional analyst and advisor to the U.S. staff in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services, the incumbent will assist to provide a wide range of advice and assistance to U.S. firms, including developing marketing strategies and long-range planning, preparing market research and reporting, organizing trade shows and events, and creating opportunities designed to facilitate exchanges between U.S. and host country business representatives.

Performs duties, though not limited to the following:

Delivery of Commercial Service programs and Trade Events:

- Under the direct supervision, locate Indian partners, agents and representatives for U.S. exporters and personally deliver commercial products and services, including the Platinum and Gold Key Service, International Partner Search, and International Company Profile report.
- Advise Minister Counselor on allocation of fee-paid Commercial Service programs to constituent posts in India.
- Help in prepare speeches and comments for senior Embassy officials for use in printed materials and at major trade events.
- Under the supervision, work with other USG agencies to facilitate U.S. export-enhancing investment in India, including with DSA and ODC to promote the sales of U.S. military products and technologies in India; with BIS to provide defense trade advocacy; and with the Advocacy Center to provide commercial advocacy support.
- Accompany the Ambassador and the Minister Counselor to meetings with Indian Ministers, participates in discussions and provides follow up action.

Counseling:

- The incumbent assist the American supervisors for some of the largest, most complex, multi-billion dollar best prospect industry sectors in India, which are of critical importance to U.S. industry. These include civil aviation, defense, homeland security and entertainment. Has lead responsibility for covering the state of Punjab.
- Counsel and provide expert level advice to senior management of U.S. businesses on the complexities of the Indian market, including market entry, investment protection, competition, pricing and the regulatory environment.
- Serve as the Minister Counselor's key advisor at briefing sessions with U.S. and Indian business executives for assigned industry sectors. Work with the Ambassador and the country team for advocacy of the commercial interests of U.S. firms competing for major projects and sales to India.
- Work to resolve complicated import and export trade disputes, payment problems and difficulties that U.S. exporters face with Indian importers and customs authorities.
- Manage renewed demands and heightened expectations of U.S. companies at the highest levels following the strategic transformation of the U.S.-India relationship.

Outreach, Contacts and Market Development:

- Qualitatively assess potential for U.S. exports on a continuous basis, through interaction with senior representatives of industry associations, manufacturers, suppliers, government ministries and chamber of commerce multipliers.

- Selectively uses ongoing rapport with business representatives to secure U.S. exporters and USG agencies the highest-level access to the influence and information resources of these entities including, but not limited to, the CII, ASSOCHAM, FICCI, IACC, American Chamber of Commerce, USIBC, the Ministries of Civil Aviation, Finance, Industry, Commerce, Defence, and External Affairs, and senior management of the Indian public and private sectors.
- Promote the efforts of these organizations to involve the U.S. private sector in India by selectively reporting those policy announcements, trade fair initiatives, technology events and privatization debates that are important to U.S. trade objectives.
- Facilitate meetings with key multiplier organizations for senior visiting USG officials and U.S. business executives.
- Maintain extensive relationships at the senior-most levels with Indian government officials that are critical to the U.S. export effort in India.

Strategic Planning:

- Assist and advise the Minister Counselor and Commercial Counselor on strategy and planning to address complexities such as U.S. trade relations with India, U.S. trade objectives, U.S. investment interests and barriers for U.S. companies. Incumbent has lead responsibility for CS targets such as Advocacy.
- Commercial service advocacy is often vital for U.S. companies to compete and win business in India, especially when there is unfair foreign competition and/or there is not a level-playing field.

Reporting & Analysis:

- Under close supervision, provide and coordinate expert-level reporting and analysis of the Indian market, including the annual Union budget and GOI import-export policies.
- Conduct independent research of complex trade issues, industry sectors, product groups and host government policies and writes authoritative reports.
- Responsible for the overall coordination, preparation and submission of the annual Country Commercial Guide (CCG) to headquarters.
- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to NewDelhiVacancies@State.gov.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of three years of University degree in either of these disciplines is required: Commerce or Foreign Trade or International Business.
2. Six years of progressively responsible experience in business, government or NGO's in the fields of management, trade promotion, economics or international trade is required.

3. Levels IV (Fluency) in English and Level III (Good working knowledge) in Hindi is required (Speaking/ Reading/ Writing). **(When applying for the position, please indicate your level of proficiency for these languages).**
4. Good knowledge of computers especially in MS Word, Excel, Power point is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Please note: Must answer all the questions in DS-174 application form.

http://newdelhi.usembassy.gov/job_opportunities.html **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans

preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office (Recruitment Team)
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

or

E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/8369/8908

Please insert **13-064A** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

CLOSING DATE FOR THIS POSITION: (September 29, 2014)

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.